
**JUSTICE CABINET DEPARTMENT OF CORRECTIONS
JOB OPPORTUNITY ANNOUNCEMENT
AN EQUAL OPPORTUNITY EMPLOYER M/F/D**

The jobs listed below are posted on the Kentucky Personnel Cabinet's web site,
which can be accessed at: www.Careers.ky.gov

November 20, 2015

ACCOUNTANT IV—(Shelby County—KY Correctional Institution for Women) Grade 11—(\$2354.04 - \$3118.28) **MINIMUM REQUIREMENTS:** High school graduate. Must have four years of accounting, bookkeeping or fiscal clerical experience. Training in accounting, business administration, business education, office administration or a related field will substitute for the required experience on a year-for-year basis. Accounting, bookkeeping or fiscal clerical experience will substitute for the required education on a year-for-year basis.

CORRECTIONS EDUCATION SPECIALIST I – (Boyle County – Northpoint Training Center) Grade 12—(\$2589.26 - \$3430.10) **MINIMUM REQUIREMENTS:** Graduate of a college or university with a bachelor's degree in education (academic or voc.) An associate degree with 3 years of trade-related experience will sub for the bachelor's degree.

CORRECTIONS TRAINING INSTRUCTOR/COORDINATOR I— (Boyle County – Northpoint Training Center) Grade 13—(\$2848.22 - \$3791.68) **MINIMUM REQUIREMENTS:** Graduate of a college or university with a bachelor's degree. Must have two of years experience in corrections. Graduate study in corrections, justice administration or law will substitute for the required experience on a year-for-year basis. Experience in corrections will substitute for the required college on a year-for-year basis.

MAINTENANCE SUPERVISOR — TWO POSITIONS (Lyon County—Kentucky State Penitentiary) Grade 9—(\$1945.50 - \$2577.30) **MINIMUM REQUIREMENTS:** Must have three years of building maintenance, grounds maintenance, general trades, skilled trades or mechanical maintenance experience. Formal training in one of the above or related fields will substitute for the experience on a year-for-year basis.

MECHANICAL MAINTENANCE & OPERATIONS TECHNICIAN II—(Boyle County – Northpoint Training Center) Grade 9—(\$1945.50 - \$2577.30) **MINIMUM REQUIREMENTS:** Must have three years of experience in the maintenance and/or repair of air conditioning, heating, refrigeration, ventilation or electrical systems. Formal training in one of the above or related fields will substitute for the experience on a year-for-year basis.

MECHANICAL MAINTENANCE & OPERATIONS TECHNICIAN III— TWO POSITIONS (Boyle County – Northpoint Training Center) Grade 10—(\$2139.80 - \$2834.88) **MINIMUM REQUIREMENTS:** High school graduate. Must have 4 years of experience in the maintenance and/or repair of air conditioning, heating, refrigeration, ventilation or electrical systems. Formal training in 1 of the above or related fields will sub for the experience on a year-for-year basis. Experience in 1 of the above or related fields will sub for the education on a year-for-year basis

OFFICE COORDINATOR—(Campbell County – Probation & Parole – District 7) Grade 10—(\$2006.08 - \$2657.70) **MIN. REQUIREMENTS:** Graduate of a college or university with a bachelor's degree. Must have 2 years of business or administrative experience. Additional admin, business or clerical experience will substitute for the required education on a year-for-year basis.

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(continued)**

November 20, 2015

OFFICE SUPPORT ASSISTANT II- (Jefferson County – Probation and Parole – District 4) Grade 8—(\$1658.16 - \$2196.52) **MINIMUM REQUIREMENTS:** High school graduate. Must have two years of office support experience. Additional education will substitute for the required experience on a year-for-year basis.

OFFICE SUPPORT ASSISTANT II- (Oldham County – Roederer Correctional Complex) Grade 8—(\$1768.70 - \$2342.96) **MINIMUM REQUIREMENTS:** High school graduate. Must have two years of office support experience. Additional education will substitute for the required experience on a year-for-year basis.

PROBATION AND PAROLE OFFICER I- TWO POSITIONS (Jefferson County – Probation & Parole – District 18) - GRADE: 12 – (\$2427.44 - \$3215.72) **MINIMUM REQUIREMENTS:** Graduate of a college or university with a bachelor's degree. Must be 21 years of age.

PROBATION AND PAROLE OFFICER I- TWO POSITIONS (Jefferson County – Probation & Parole – District 16) - GRADE: 12 – (\$2427.44 - \$3215.72) **MINIMUM REQUIREMENTS:** Graduate of a college or university with a bachelor's degree. Must be 21 years of age.

PROBATION AND PAROLE OFFICER I- (Harlan County – Probation & Parole – District 10) - GRADE: 12 – (\$2427.44 - \$3215.72) **MINIMUM REQUIREMENTS:** Graduate of a college or university with a bachelor's degree. Must be 21 years of age.

PROBATION AND PAROLE OFFICER I- (McCracken County – Probation & Parole – District 1) - GRADE: 12 – (\$2427.44 - \$3215.72) **MINIMUM REQUIREMENTS:** Graduate of a college or university with a bachelor's degree. Must be 21 years of age.

SOCIAL SERVICE CLINICIAN I—(Elliott County – Little Sandy Correctional Complex) Grade 14—(\$3133 - \$4150.30) **MINIMUM REQUIREMENTS:** A master's degree in social work, sociology, psychology or a related field. Must have one year of professional social work experience. A bachelor's degree supplemented by 2 years of professional social work experience will substitute for the required master's degree.

SOCIAL SERVICE CLINICIAN I—(Lyon County –Ross-Cash Center) Grade 14—(\$3133 - \$4150.30) **MINIMUM REQUIREMENTS:** A master's degree in social work, sociology, psychology or a related field. Must have one year of professional social work experience. A bachelor's degree supplemented by 2 years of professional social work experience will substitute for the required master's degree.

Recurring Positions:

CORRECTIONAL OFFICER- (Bell, Boyle, Elliot, Fayette, Lyon, Morgan, Muhlenberg, Oldham, & Shelby counties) —Grade 9-(\$2200 - \$2,416.22)
MIN. REQUIREMENTS: High School or GED. Must be 21 years of age.

**PERSONNEL CABINET
STATE OFFICE BUILDING, 1ST FLOOR
501 HIGH STREET
FRANKFORT, KENTUCKY 40601**

All applicants must complete an application on Personnel Cabinet's Career Opportunities System (COS) and apply for the vacancies in which they are interested in being considered. Applicants should be aware that in COS, they **apply for each vacancy through separate on-line application actions**. Paper applications are no longer accepted by Personnel Cabinet. This differs from the previous paper-based application system in that applicants no longer remain on registers once they are approved for a classification. Qualified applicants are considered only for those jobs to which he/she has applied.

To get more information about the Career Opportunities System including how to apply for jobs, please visit <http://Careers.KY.GOV> For questions regarding Applications, Counseling, or Registers, please call Personnel Cabinet, (502) 564-8030.

****IMPORTANT****

The Department of Corrections is not liable for the aforementioned information. This listing is provided to departmental employees as a courtesy. For official information of availability, grade and salary information, and minimum requirements, please visit the Personnel Cabinet website at www.personnel.ky.gov.